

## Mutual Aid Reporting Procedure

**Standard Scenario: Your agency provides Mutual or Automatic Aid to another fire agency, who is also on scene at the incident.**

In the basic module of the NFIRS report, your agency will report Auto or Mutual Aid given (depending on whether the aid response is automatic [prearranged] or mutual [by request]). The agency receiving aid will report aid received, as long as that agency is on scene during the incident.

**Alternate Scenario 1a/1b:**

**Your agency is on move up for another fire agency. While assigned to move up, you are dispatched to a call within that agency's district/assigned area. You handle the call. You are the only fire agency on scene.**

**OR**

**Your agency is dispatched to an out-of-district call. The agency who is responsible for the district is unavailable. You are the only fire agency on-scene.**

Code the aid in the basic module of the NFIRS report as “**Other Aid Given.**”

Rationale:

- For Mutual Aid to be given or received, by definition there must be two or more fire agencies on scene.
- Other Aid Given allows all information to be captured by the agency on scene and allows the report to be counted as a unique incident.
- The fire agency who received aid will not complete a report on this incident, given that they were not present on scene.

**Alternate Scenario 2: Your fire agency and another fire agency provide Mutual Aid to a third fire agency not on scene.**

Between the agencies on scene, one agency must take primary responsibility for reporting the incident. (Potentially this is the agency that takes command of the scene) This agency will report, “**Mutual Aid Received.**”

The other fire agency on scene will report “**Mutual Aid Given.**”

The absent fire agency will not report the incident.

Rationale:

- Two fire agencies are present on scene, which by definition allows Mutual Aid to be given or received.
- Only one agency may claim aid received for a given incident. The purpose of only one agency claiming aid received is to avoid duplicate counts of unique incidents.

[https://www.usfa.fema.gov/downloads/pdf/nfirs/NFIRS\\_Coding\\_Questions\\_2016.pdf](https://www.usfa.fema.gov/downloads/pdf/nfirs/NFIRS_Coding_Questions_2016.pdf)